Iowa Balance of State Continuum of Care (CoC)
DRAFT 2016 CoC Renewal Project Application Plan

Comments Invited

On behalf of the Iowa Council on Homelessness, the Iowa Finance Authority is inviting comments on this DRAFT 2016 CoC Renewal Project Application Plan. Written comments may be submitted by email to amber.lewis@iowa.gov. **Comments should be submitted by Friday, May 6, 2016.**

Remember, this document is NOT FINAL. Renewal applicants SHOULD NOT submit an application based on this document.

Introduction

The Iowa Balance of State Continuum of Care (CoC) will be requesting 2016 Project Applications for Renewal Projects.

The Continuum of Care (CoC) Program: This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: https://www.onecpd.info/coc/.

The 2016 CoC Competition: HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one large annual Consolidated Application, made up of many components. Within this larger Consolidated Application, all individual CoC projects also submit Renewal or New Project Applications.

The Iowa Balance of State CoC: In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC project applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire CoC Project Rankings and any related materials to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including submitting the final approved application materials and project rankings to HUD.

Resources: Application resources and materials will be posted to this page, as they are available: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107.

Contact Information for Iowa Balance of State CoC Competition:

Amber Lewis	Judy Hartman
Iowa Finance Authority	Iowa Finance Authority
Amber.lewis@iowa.gov	Judy.Hartman@iowa.gov
(515) 725-2209	(515) 725-4960
Tim Wilson	Donna Phillips
Chair, CoC Committee	Chair, Iowa Council on Homelessness
tslwilson@gmail.com	Chair, Executive Committee
	donna.phillips@iowa.gov
	(515) 281-7215

2016 Renewal Application Process

Application Requirements: Renewal Project Applicants must complete and submit the following:

- **Part 1: 2016 Project Narrative and Most Recent APR**
  - Submit by email to amber.lewis@iowa.gov.
  - **Deadline: Friday, June 24th, 2016**

- **Part 2: 2016 Project Application in HUD's online E-snaps system:**
  - https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources
  - **Deadline: TBD, based on when HUD opens the competition.**

- **Part 3: Other Attachments**
  - HUD Form 2991: Certificates of Consistency with the Consolidated Plan
  - Leveraging Letters
  - Other
  - **Deadline: TBD, depending on final details when HUD opens the competition.**

Application Reviews: Project Applications will be reviewed first by the Continuum of Care Committee at a meeting tentatively scheduled for Tuesday, July 12, 2016, at 9:00 a.m. at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, 50312. Recommendations for Project Application scoring and ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online:
http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95). The Iowa Council on Homelessness will vote on these recommendations at their regularly-scheduled meeting on Friday, July 15, 2016. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN locations around the state, with locations published online in advance of the meeting on this page: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165.

Voluntary Reallocations: HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts.

More information is available from HUD's 2014 "Letter from Ann Oliva to Grant Recipients, CoC Leaders, and Stakeholders:" https://www.hudexchange.info/resources/documents/letter-from-ann-oliva-to-grant-recipients-coc-leaders-and-stakeholders-fy-2014.pdf.

We assume HUD will follow a similar process for reallocation in 2016, encouraging voluntary reallocations. This means that instead of submitting a renewal application to continue with a current project, an applicant could choose to submit a new project instead, with the same amount of funds that would have been otherwise available for their renewal project. In some cases, it could even be for a higher amount of funds. There are likely to be two new project types that HUD would allow in this situation: Permanent Supportive Housing for the Chronically Homeless; or Rapid Rehousing.

Renewal project applicants may submit an initial application for scoring. Based on the score and ranking approved by the Iowa Council on Homelessness, renewal applicants may choose to resubmit their application as a voluntary reallocation to a new type of project, according to HUD's final rules published with the NOFA. Any new projects submitted in this way will be re-scored, which may result in a change of rankings for all projects.

Appeals Process: The CoC's Appeals Process was updated in 2016 by the CoC Committee; the full council is scheduled to vote on the updated process at the council's meeting on May 20, 2016. The Appeals Process will be posted to this page: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107.

> **Comment [LA[3]:** Updated.

Notice of Public Posting: Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly.

2016 Renewal Project Application Timeline

> **Comment [LA[4]:** Updated timeline.

Wednesday, April 20, 2016: DRAFT 2016 CoC Renewal Project Competition Plan released for stakeholder comment.

Friday, May 6th, 2016: Comments due.

Tuesday, May 10th, 2016: CoC Committee meets at 10:30 a.m. at the Iowa Finance Authority to review comments and recommend a final 2016 CoC Renewal Project Competition Plan.

Friday, May 20th, 2016: Iowa Council on Homelessness meeting; council votes on 2016 CoC Renewal Project Competition Plan; the competition opens this day if approved.

Friday, June 24th, 2016: CoC Renewal Project Applications due. Applicants' most recent APRs must also be submitted to the Iowa Finance Authority by this date, if not done already.

Tuesday, July 12th, 2016: CoC Committee members have scored applications independently; committee meets at 9:00 a.m. at the Iowa Finance Authority to discuss scoring and recommend rankings.

Friday, July 15th, 2016: Iowa Council on Homelessness meeting: Council reviews and votes on renewal project scoring and rankings.

Appeals Policy followed as needed, dates of meetings TBD.

Voluntary Reallocation/New Project Applications, date TBD, based on HUD NOFA: Voluntary reallocation applications due from any renewal applicants that wish to submit as new projects for re-scoring.

Additional dates TBD: Additional items will be added to the timeline as they are available, mostly based on HUD's NOFA.

2016 Project Scoring, Ranking, and Funding

The process for project funding based on ranking consists of the following:

- Renewal projects will be scored and ranked according to the information in this application.

- Other aspects of funding will be decided after HUD provides details on the funding available for this competition, with consideration for comments submitted by stakeholders.

2016 Renewal Project Narrative

INSTRUCTIONS (3 points available for following application directions)

Answer the questions below. Submit the 2016 Renewal Project Narrative by email to amber.lewis@iowa.gov by Friday, June 24th, 2016. Please only include this project narrative, not the introductory plan items on pages 1-4 of this document. Please be concise in your responses. Using 12-point font, one-inch margins, and single-spacing, most responses should be no more than ½-page.

HMIS Project Applicants, answer Questions 1 and 2, then skip to Question 13 and continue through Question 21. All other Renewal Project Applicants, answer Questions 1 – 20.

Points possible: 100

APPLICANT NAME AND LOCATION

Organization Name:
Project Name:

Project Name as it is listed in the ServicePoint system (if applicable):

Renewal or New Project:
Type of Project (PSH, PH-RRH, TH, SSO, HMIS):
Federal DUNS Number:
Address:
Contact Person:
E-mail & Phone:
Secondary Contact Person:
Email & phone:
Is your organization registered in the federal System for Award Management (SAM)?

AGENCY SUMMARY (1 point)

1) Provide a brief introduction to your agency. Include how this particular project fits within your overall agency.

PROJECT SUMMARY (1 point)

2) Provide a description that addresses the entire scope of the proposed project.

HOMELESS BED CONFIRMATION (1 point)

3) For Transitional Housing and Permanent Housing (PSH, S+C, or RRH) projects only: Open the 2016 Housing Inventory Chart (HIC) for the Iowa Balance of State; this will be available online here when the competition has opened: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107, in the section for the 2016 Competition. Which row on the HIC lists your project? How many total beds are listed for your project (Column U)? Is this correct? If your project is not listed in the HIC, **STOP**. Email amber.lewis@iowa.gov. Your project may not be eligible for the CoC program.

PROJECT DESIGN (29 points)

The Iowa Balance of State CoC has adopted HUD CPD 14-012, Notice on Prioritizing Persons Experiencing Chronic Homelessness in PSH: https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/. For PSH projects, also note that the Iowa Council on Homelessness voted in 2015 to require all PSH projects to prioritize all beds available through turnover to the chronically homeless.

4) Prioritization to end chronic homelessness: **(10 points)**
   a. How many total units does your project have?
   b. How many beds does your project have?

c. How many beds are listed in the 2016 HIC for your project as dedicated or prioritized for the chronically homeless?

d. Given your answers to (a) and (b) above, what is the percentage of beds dedicated or prioritized for the chronically homeless?

e. Summarize your project's response to these questions on the 2015 CoC Project Application, and describe any differences between that application and this one.

As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness. More information on this and other priorities is available from a report released on July 23, 2014, for the Polk County Continuum of Care Board by Barbara Poppe and Associates (Barbara Poppe is the former director of the U.S. Interagency Council on Homelessness). This report is available on this page: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107.

5) Prioritizing those who are unsheltered or accessing emergency shelter:
   a. Based on your most recent APR, how many participants entered the program as unsheltered or from an emergency shelter? How does this compare to the total number of participants that entered your program? **(10 points)**

HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness and HUD offer several resources regarding Housing First:

- *Definition of Housing First: "Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry."*
- *Housing First/Rapid Rehousing Webinar: http://usich.gov/media_center/videos_and_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar.*
- *Housing First Checklist: http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in.*
- *HUD's SNAPS In Focus, "Why Housing First:" https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/.*

6) (a) Has the project removed the following barriers to accessing housing and services? Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following (select all that apply): **(9 points total)**

- Having too little or little income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); (1 point)
- Active or history of substance abuse; (1 point)
- Having a criminal record with exceptions for state-mandated restrictions; (1 point)
- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). (1 point)
- None of the above (click this if all of these barriers still exist) (no points).

(b) Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

- Failure to participate in supportive services; (1 point)
- Failure to make progress on a service plan; (1 point)
- Loss of income or failure to improve income; (1 point)
- Being a victim of domestic violence; (1 point) or
- Any other activity not covered in a lease agreement typically found in the project's geographic area. (1 point)

PERFORMANCE (36 points)

In July 2014, HUD released "Systems Performance Measures: An introductory guide to understanding system-level performance measurement." The guide can be found at this link: https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf. Two key measures are:
- ***The percentage of adults who obtain or increase employment or non-employment cash income over time.***
- ***The percentage of participants who obtain or increase non-cash mainstream benefits.***

7) Identify whether the project includes the following activities: **(10 points)**

- Transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or jobs? (2 points)
- Use of a single application form for four or more mainstream programs? (2 points)
- At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? (2 points)
- Project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? (2 points)
- The staff person providing the technical assistance completed SOAR training in the past 24 months? (2 points)

8) For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided: **(10 points)**

Assessment of Service Needs	-- select -- ▼	-- select -- ▼
Assistance with Moving Costs	-- select -- ▼	-- select -- ▼
Case Management	-- select -- ▼	-- select -- ▼
Child Care	-- select -- ▼	-- select -- ▼
Education Services	-- select -- ▼	-- select -- ▼
Employment Assistance and Job Training	-- select -- ▼	-- select -- ▼
Food	-- select -- ▼	-- select -- ▼
Housing Search and Counseling Services	-- select -- ▼	-- select -- ▼
Legal Services	-- select -- ▼	-- select -- ▼
Life Skills Training	-- select -- ▼	-- select -- ▼
Mental Health Services	-- select -- ▼	-- select -- ▼
Outpatient Health Services	-- select -- ▼	-- select -- ▼
Outreach Services	-- select -- ▼	-- select -- ▼
Substance Abuse Treatment Services	-- select -- ▼	-- select -- ▼
Transportation	-- select -- ▼	-- select -- ▼
Utility Deposits	-- select -- ▼	-- select -- ▼

9) Budget request: (**1 point**)
   a. What is the amount of this project's total 2015 grant from HUD?

10) Total persons served and total households served: (**1 point**)
   a. How many total persons were served by your project during the most recently completed operating year (based on the most recent submitted APR)? How many households?

11) Based on responses to the prior two questions, what is the cost per person served? What is the cost per household served? Consider only the amount of your project's CoC grant, not matched or leveraged funds. What cost-per-person or cost-per-household factors should be considered for your program? (Please note again here the type of project—transitional, permanent supportive, supportive services only, or rapid rehousing.) (**4 points**)

12) Exits to permanent destinations: (**10 points**)

a. Of these persons and/or households served, how many exited to permanent destinations (or remained in permanent housing)? What does this indicate about your program?

CONTINUUM OF CARE PARTICIPATION (12 points)

13) Annual Performance Report (APR) Submission: **(2 points)**
   a. What is your project's operating year end date? APRs are due to HUD 90 days after the end of a project's operating year. On what date did you submit your most recently completed APR to HUD? On what date did you forward a copy of your APR to the Iowa Finance Authority? If an extension was granted, describe this.

14) Has any representative of your program been an active participant in the Iowa Council on Homelessness? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(5 points)**

15) Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

BUDGET AND CAPACITY (17 points)

16) HUD Grant Monitoring: Check the box to describe any HUD CoC Project monitoring results during the past three years (select only ONE option): **(2 points)**
   - ❑ No monitoring visits from HUD (2 points);
   - ❑ Monitoring visit(s) from HUD with no findings or concerns **(2 points);**
   - ❑ Monitoring visit(s) from HUD with no more than three findings or concerns, all of which have been resolved in the time requested by HUD **(1 point);**
   - ❑ Monitoring visit(s) from HUD with more than three findings or concerns, and/or findings or concerns that were not resolved in the time requested by HUD **(no points).**

17) Verify that the amount requested for Administration Costs in the E-snaps Project Application will not exceed 7% (or the amount listed on the GIW, if a Renewal Project). Applications will not be approved if Administration Costs are greater than 7%. **(1 point)**

18) Is your agency drawing down CoC funds from HUD at least quarterly? Explain. **(1 point)**

19) Project leverage **(3 points)**

All eligible funding costs except leasing (which requires no match) must be matched with no less than a 25 percent cash or in-kind match. **Match** must be used for eligible activities as defined by the CoC Program Interim Rule. **Leverage** includes all funds, resources, and/or services that the applicant can secure to benefit clients served by the proposed project. HUD scores CoCs on the extent of their leverage.

    a. Amount of 2015 grant: _____

    b. Amount of required 25% match: _____

    c. Anticipated leverage contributions beyond match: **(1 point for committed leverage at least 50% of the grant amount; 2 points for committed leverage at least 100% of the grant amount; 3 points for committed leverage at least 150% of the grant)**

Amount	Source	Committed/Uncommitted?

20) Spending history: Describe your project's spending history as follows. All information should reflect the most recently-completed operating year for which an APR has been submitted: **(10 points)**

    a. Project operating year end date: _____

    b. Amount of grant: _____

    c. Total funds expended: _____

    d. Funds remaining (unexpended funds): _____

    e. Unexpended funds percentage (d) / (b): _____ **(5 points if less than 2%)**

    f. If the project did not expend all funds, explain why, and explain how the project will change practices in the future to expend all funds. **(5 points; projects expending all funds receive full 5 points)**

HMIS PROJECTS ONLY (66 points; in lieu of Questions 3 – 12 above)

21) HMIS-only questions:

    a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**

    b. Are the following plans in place:

        i. Privacy Plan? **(1 point)**
        ii. Security Plan? **(1 point)**
        iii. Data Quality Plan? **(1 point)**

    c. How are these plans reviewed by the CoC and HMIS Lead regularly? **(3 points)**

    d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**

    e. What was the percentage of null or missing values for the Universal Data Elements for the 2016 Point-in-Time count? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**

    f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**

    g. Were PIT results reported to HUD in HDX by the 2016 deadline? **(3 points)**

    h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT? **(3 points)**

    i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**

    j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**

    k. How does the HMIS Lead respond to identified HMIS-related CoC project needs (specific examples)? **(10 points)**

    l. How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**

    m. How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**

    n. How is the HMIS Lead supporting non-HMIS agencies in the CoC with data collection and reporting needs? **(6 points)**